



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20350-1000

SECNAVINST 5402.31  
ONR: 35  
2 December 1994

SECNAV INSTRUCTION 5402.31

From: Secretary of the Navy

Subj: MANAGEMENT OF DEPARTMENT OF THE NAVY PROGRAM FOR  
HISTORICALLY BLACK COLLEGES AND UNIVERSITIES AND MINORITY  
INSTITUTIONS

Ref: (a) Director Defense Research and Engineering memo  
of 27 Feb 91 (NOTAL)  
(b) Director Defense Research and Engineering memo  
of 29 Aug 91 (NOTAL)  
(c) 10 United States Code 2193, 2194, and 2195 (Public  
Law 101-510, section 247, National Defense  
Authorization Act for Fiscal Year 1991) (NOTAL)  
(d) "Infrastructure Assistance" provisions in Public Law  
99-661, section 1207, National Defense Authorization  
Act for Fiscal Year 1987, as amended by Public Law  
101-510, section 832, National Defense Authorization  
Act for Fiscal Year 1991; now codified at 10 United  
States Code 2323(c) (NOTAL)  
(e) Secretary of the Navy memo of 7 Jan 93 (NOTAL)  
(f) Secretary of the Navy memo of 6 Apr 94 (NOTAL)  
(g) Chief of Naval Operations memo of 5 Apr 93 (NOTAL)

1. Purpose. To prescribe the mission and functions of the  
Department of the Navy Historically Black Colleges and  
Universities/Minority Institutions Program.

2. Background. References (a) and (b) delegated the  
authorities and responsibilities for implementation of the  
legislative provisions in references (c) and (d) to the  
Department of the Navy. This instruction establishes management  
of the Department of the Navy Historically Black Colleges and  
Universities/Minority Institutions Program in the Office of Naval  
Research. Such management will provide a functionally consistent  
base for implementing the Department's commitment to strengthen  
and support the capabilities of Historically Black Colleges and  
Universities and Minority Institutions.

3. Cancellation. References (e) through (g).



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4. Program Manager. The Chief of Naval Research is hereby delegated, through the Assistant Secretary of the Navy (Research, Development and Acquisition), the authorities and responsibilities granted to the Department of the Navy by references (a) through (d). The Chief of Naval Research, under the general direction of Assistant Secretary of the Navy (Research, Development and Acquisition), will designate a representative to provide policy guidance and general oversight for the Department of the Navy Historically Black Colleges and Universities/Minority Institutions Program. The designee will be the Department of the Navy Historically Black Colleges and Universities/Minority Institutions Program Manager. The Historically Black Colleges and Universities/Minority Institutions Program Manager will issue administrative instructions, and monitor their implementation, to all organizations participating in Department of the Navy Historically Black Colleges and Universities/Minority Institutions activities. As necessary, the Historically Black Colleges and Universities/Minority Institutions Program Manager will confer with representatives from participating organizations to assure sufficient understanding and accomplishment of Department of the Navy program planning, goals, and objectives.

5. Administrative Offices. Department of the Navy organizational units for the conduct of the Historically Black Colleges and Universities/Minority Institutions Program are designated as Administering Offices. At this time, the Administering Offices include the Office of Naval Research; the Office of Civilian Personnel Management; Chief of Naval Operations; the Naval Air Systems Command, and subordinate activities; the Naval Sea Systems Command, and subordinate activities; the Space and Naval Warfare Systems Command, and subordinate activities; the Naval Facilities Engineering Command, and subordinate activities; the Naval Supply Systems Command, and subordinate activities; Office of Strategic Systems Programs; Headquarters, U.S. Marine Corps; Marine Corps Systems Command; Office of Naval Education and Training; and the Bureau of Medicine and Surgery. The responsibilities and authorities of the Administering Offices include:

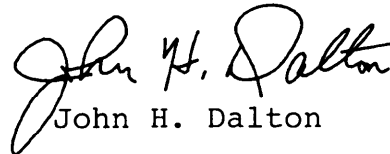
a. Designation (and identification to the Historically Black Colleges and Universities/Minority Institutions Program Manager) of representatives responsible for Historically Black Colleges and Universities/Minority Institutions activities within the Administering Office;

b. Consistent with the guidance and instructions provided by the Historically Black Colleges and Universities/Minority Institutions Program Manager, publishing an Administering Office internal statement of Historically Black Colleges and Universities/Minority Institutions policy(ies);

c. Establishment of budgetary and other planning to support Historically Black Colleges and Universities/Minority Institutions effort within the Administering Office, including personnel availability, travel, training, periodic conference participation, and providing Historically Black Colleges and Universities/Minority Institutions program status information to the Historically Black Colleges and Universities/Minority Institutions Program Manager; and

d. Implementation of guidance and instructions, as applicable, issued by the Historically Black Colleges and Universities/Minority Institutions Program Manager.

6. Implementing Directives. Such implementing directives as are necessary to define and delineate further the responsibilities and duties of the Department of the Navy Historically Black Colleges and Universities/Minority Institutions Program, as set forth in this instruction, shall be issued by the Chief of Naval Research.

  
John H. Dalton

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